

CORRECTIONAL ADMINISTRATOR, DOC

REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

Date of Review: July 30 – August 3, 2007

Collective Bargaining Identification: M06

Job Analysis Review Conducted By: Cheryl L. Session, Associate Personnel Analyst
Office of Selection Services

Number of Incumbents: There are 212 incumbent in this classification
per Department of Corrections Filled/Vacant
Position Report dated July 30, 2007

Names of the Subject Matter Expert(s) and their background:

NANCY HARDY, CORRECTIONAL ADMINISTRATOR, DIVISION OF ADULT INSTITUTIONS

Nancy currently serves as a Correctional Administrator in the Division of Adult Institutions. Nancy has been in the position for 3 years. Nancy has been with the Department for 14 years.

RICK HILL, CORRECTIONAL ADMINISTRATOR, CSP, SACRAMENTO (SAC)

Rick currently serves as a Correctional Administrator at CSP, Sacramento and has been in the position for 2 years. Rick has been with the Department for 23 years.

FRANCISCO JACQUEZ, CHIEF DEPUTY WARDEN, PELICAN BAY STATE PRISON (PBSP)

Francisco currently serves as the Chief Deputy Warden at PBSP and has been in the position for 1 year. Francisco previously worked as a Correctional Administrator. He has been with the Department for over 22 years.

MERLE MCMAHON, CHIEF DEPUTY WARDEN, DUEL VOCATIONAL INSTITUTION (DVI)

Merle currently serves as a Correctional Administrator at DVI and has been in the position for 3 years. Merle has been with the Department for 26 years.

MADELENE A. MUNTZ, CHIEF DEPUTY WARDEN, CHUCKAWALLA VALLEY STATE PRISON (CSVP)

Madelene currently serves as the Chief Deputy Warden at CSVP and has been in the position for 7 years. Madelene has previously worked as a Correctional Administrator. She has been with the Department for 21 years.

COMMENTS: All Subject Matter Experts participated in the review. An agreement was reached on the Tasks and Knowledge and Skills needed to work at the level of Correctional Administrator, DOC.

CORRECTIONAL ADMINISTRATOR, DOC INFORMATION GATHERING

Subject Matter Experts reviewed the existing job analysis for the Correctional Administrator, DOC date March 2006 to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, Willingness Statements were added.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Correctional Administrator, DOC.